

Approved For Release 2009/04/30 : CIA-RDP89-00244R000801770003-1

TRANSMITTAL SLIP		DATE	E	7
TO:				
C/NBPO/OL				
ROOM NO.		BUILDING		
4E50		Hqs		
REMARKS:				
FROM:				
EO/DDA				
ROOM NO.		BUILDING		EXTENSION
7D18		HQS		

FORM NO. 241
1 FEB 55

**REPLACES FORM 36-8
WHICH MAY BE USED.**

(47)

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Proposal for an On-Site Child Care Center
for the Central Intelligence Agency

In cooperation with the designated child care committee of the Central Intelligence Agency, this consultant proposes to complete the following tasks, in four phases:

Phase 1 - Scoping and Planning

Establish time line for all major events relating to the opening of an on-site child care center.

Meet with the committee at scheduled times:

- to establish policy and program objectives;
- to establish the general program design;
- to begin to set program parameters; and
- to present status reports.

Determine local inspection and licensing requirements.

Approximate start-up costs.

Assess program operating costs and staffing patterns to approximate a yearly operating budget.

Initiate meetings with the architect and other key personnel to design and/or adapt the child care center interior and outdoor play space.

Phase 2 - Initial Design

Continue to meet with the committee at scheduled times to formulate administrative policies; to define further the program parameters; and to present status reports.

Visit quality child care centers in the Virginia area. Meet with their program directors to discuss optimal ways to comply with local licensing requirements.

Begin the licensing process by meeting with local licensing inspectors and other key personnel.

Further refine a yearly operating budget and array options for start-up costs and tuition schedules.

Draft an information pamphlet which would generally inform employees about the child care center and its program objectives. Establish a mailing list of interested employees.

Continue to meet with the architect and other key staff to design the interior and outdoor playspace.

Phase 3 - Completed Design

Continue committee meetings to formulate policy and program parameters and to present status reports. Establish working subcommittees.

With the help of an equipment subcommittee, order necessary equipment, furniture and supplies to furnish a quality environment for children.

Draft registration forms along with a hiring subcommittee; establish educational background requirements and other hiring criteria for the director and teaching staff. Arrange advertising.

Screen applicants for director of the center.

Meet with employees interested in enrollment in the child care center.

Monitor start-up costs and the yearly operating budget.

Continue meeting with the architect and other design staff.

Establish a registration process for enrollment in the child care center.

Phase 4 - Final Implementation

Continue general child care committee meetings and subcommittee meetings.

Continue meeting with the architect and consult with carpenters, electricians and other contractors, as necessary.

Along with a hiring subcommittee, interview applicants for director of the child care center.

Assist in final selection of the director. Meet with the new director to effect a smooth transition.

Draft all necessary enrollment forms.

Assist the child care center director in drafting a parent handbook.

Consult with the child care center director and the general committee on policy issues leading to development of a staff handbook.

Assist director with emergency care and fire exit procedures.

Assist the child care center director with final preparations for applicable inspection and licensing.

Assist with open house preparations.

Assist with staff inservice.

Finalize start-up costs and reimbursement.

Consultant's Fee Schedule

Phases 1 & 2: \$25.00/hour, payable quarterly (estimated
60-75 hours)

Phase 3: \$1000.00, payable on completion of phase

Phase 4: \$1500.00, payable on completion of project

Reimbursement for approved expenses.